

Office of the Attorney General
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JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Director and Chief Counsel, Consumer Protection Division

The Director and Chief Counsel is responsible for the overall operation of the Consumer Protection Division, to include the sections of Consumer Litigation, Consumer Mediation and Identity Theft Unit, and Telephone Privacy. This position reports to the Chief Deputy Attorney General.

Duties include:

Direct supervision of approximately ten Deputy Attorneys General and several other staff, as well as the Section Chief of Telephone Privacy. This position has responsibility for making executive and policy decisions within said sections, communication with the aforementioned direct reports regarding training initiatives and needs, coaching/counseling/discipline or termination, maintaining positive morale within said sections, reporting on high-profile or complex cases to the Chief Deputy, Chief of Staff and Attorney General.

The Director and Chief Counsel will complete annual performance appraisals of the appropriate staff listed above, and will review the performance appraisal drafts of the Section Chief's direct reports prior to implementation.

The Director and Chief Counsel will conduct regularly scheduled meetings with his/her direct reports, will monitor and review systems in place in the respective sections, providing input and working with Section Chief to improve processes when applicable.

Qualifications:

Admitted to Indiana Bar and in good standing.

Excellent oral and written communication ability, including the ability to make presentations to various groups, as necessary.

Previous management experience required, with the ability to positively motivate a wide range of employees.

Excellent organizational skills, ability to work with various sections/entities simultaneously, while maintaining the ability to quickly and properly analyze procedures.

Ability to work well with clients, possessing a strong sense of ethics and awareness of potential conflicts of interest, while adhering in all aspects to Rules of Professional Conduct and State ethics rules.

Other duties as assigned.